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ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
FROM: <div>C/ISAS</div>		EXTENSION: <div></div>	NO. <div>DD/A Registry File 04M</div>	STAT <div></div>
			DATE 5 December 1977	STAT <div></div>
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. AI/DDA	18/6		18	<div>consolidation of micrographs;</div> <div>Have gone as far as necessary - no further economies by consolidating other units</div> <div></div>
2. EO/DDA A/DDA	12/6			
3. C/MAS				
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15.				

5 December 1977

MEMORANDUM FOR: Michael J. Malanick
Acting Deputy Director for Administration

THRU : STAT
Assistant for Information, DDA

FROM : STAT
Chief, Information Systems Analysis Staff

SUBJECT : Further Consolidation of the DDA Micrographics
Activities

As part of our MBO program, a study was undertaken to determine whether further consolidation of the DDA micrographics activities would be practical and cost effective. As the attached study indicates, with the exception of separate filming units in the Office of Security and the Office of Finance, all other DDA micrographics requirements are handled by the central micrographics production unit in P&PD/OL. It was determined that the above two units are operating efficiently and, given the current structure of the Agency's micrographics program, no substantial savings would accrue from further consolidation at this time. A recommendation was made that if the consolidation of micrographics production for the entire Agency is ever accomplished, the Office of Security program should be transferred to P&PD; however, because of its physical location, the Office of Finance project should continue as is but be placed under the jurisdiction of P&PD.

STAT

Att.

30 November 1977

MEMORANDUM FOR: Chief, ISAS
FROM : Chief, MPB
SUBJECT : ISAS Objective 26-78

Milestone 5: Review existing DDA micrographics activities to determine if further consolidations of these activities would be practical and cost effective and make recommendations.

1. The current micrographics related activities in the DDA are as follows:

- a. Micrographics Program Branch/ISAS with responsibilities for Agency-wide implementation and coordination of a micrographics program.
- b. One Systems Analyst in System Staff/P&PD who devotes almost 100% of his time to designing systems and establishing procedures for micrographic applications sent to the Central Micrographics production unit in P&PD.
- c. Central Micrographics production unit in P&PD/OL has the responsibility for processing all microforms produced in the DDA and most of those produced in the other directorates.
- d. A micrographic filming unit in the Office of Security.
- e. A micrographic filming unit in the Office of Finance.

2. The filming units located in the Office of Security and in the Office of Finance are fully supported by the central facility in P&PD. P&PD does all film processing, duplication, and production quality control for these filming units. Additionally, P&PD furnishes these units film for the cameras and provides training and support for their personnel and equipment.

3. Since these filming units are presently operating efficiently and no substantial savings can be gained by consolidation, it is recommended that no change be made at this time. However, if the recommendation for the overall consolidation of the Agency's micrographics production is accomplished, the following changes should be made in the DDA:

- a. The filming now accomplished by the Office of Security filming unit could be done by the P&PD Headquarters satellite facility. This would constitute a saving of one position, 400 square feet of floor space, and eliminate one microfiche camera.
- b. The Office of Finance filming unit is physically located in Key building and would be difficult to consolidate. If the filming was done in P&PD, two microfilm cameras could be eliminated and approximately 400 square feet of floor space saved. However, due to the nature of the finance documents and the file preparation necessary, no personnel savings would be realized. Taking all facts into consideration, the Office of Finance filming unit should remain in Key building, but become a satellite facility of P&PD. This would provide for the continuation of trained micrographic personnel, provide a career opportunity for these personnel in the micrographic field, and provide a back up for the filming operation when personnel are on leave or in training, as well as ensure that all filming meets Agency and other applicable standards.

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